SECTION C

Budget and Financial Reporting Requirements

Subrecipient agrees to adhere to the approved budget, as outlined on the Notice of Subaward and within the approved grant application, or most current, approved revision or modification. Reference the ADSD Requirements and Procedures for Grant Programs (RPGPs) for instruction on shifting/transferring funds from one category to another. RPGPs are online at http://adsd.nv.gov/uploadedFiles/agingnvgov/content/Programs/Grant/FiscalRequirements.pdf.

Identify the source of funding on all printed documents purchased or produced within the scope of this subaward, using a statement similar to: "This publication (journal, article, etc.) was supported by the State of Nevada, Aging and Disability Services Division (ADSD), through Grant Number [reference Subaward for grant number] from [reference Subaward for federal funding agency, as applicable]. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of ADSD [nor (enter federal agency, if applicable)]." An approved ADSD logo must be applied to the outside of all vehicles purchased with ADSD grant funds.

Any activities performed under this subaward shall acknowledge the funding was provided through ADSD by Grant Number [reference Subaward for grant number] [from (enter federal agency, if applicable)].

Equipment purchased with these funds belongs to the federal or state program from which this funding was appropriated and shall be returned to the program upon termination of this agreement.

Travel expenses, per diem, and other related expenses must conform to the procedures and rates allowed for State officers and employees. It is the Policy of the Board of Examiners to restrict contractors/Subrecipients to the same rates and procedures allowed State Employees. The State of Nevada reimburses at rates comparable to the rates established by the US General Services Administration, with some exceptions (State Administrative Manual 0200.0 and 0320.0).

The Subrecipient agrees:

To request reimbursement according to the schedule specified below for the actual expenses incurred related to the Scope of Work during the performance period.

- Payments will be issued as monthly or quarterly reimbursements, unless approved justification for advance payments is on file with ADSD, specific to the Subaward grant period and funded service.

- The Notice of Subaward designates a ceiling of participation by ADSD.

- Requests for Reimbursement and Reconciliation of Advance Payments will be accompanied by supporting documentation, including a line item description of expenses incurred. Additional expenditure detail or back-up documentation will be provided upon request from ADSD.

- Request funding for reimbursements within 30 days of the CLOSE OF THE SUBAWARD PERIOD unless otherwise directed by ADSD.

Additionally, the Subrecipient agrees to provide:

- A complete financial accounting of all expenditures to ADSD within 30 days of the CLOSE OF THE SUBAWARD PERIOD. Any un-obligated funds shall be returned to ADSD at that time, or if not already requested, shall be deducted from the final award.

ADSD agrees:

- To provide technical assistance, upon request from the Subrecipient.

- ADSD reserves the right to hold advance payments or reimbursements under this subaward until any delinquent forms, reports, and expenditure documentation are submitted to and accepted by ADSD.

Both parties agree:

ADSD subaward monitoring will be conducted according to the risk category of the award and subrecipient.

The Subrecipient will, in the performance of the funded service specified in this subgrant, perform functions and/or activities that could involve confidential information; therefore, the Subrecipient is requested to fill out and sign Section A, which is specific to this subaward, and will be in effect for the term of this subaward.

All reports of expenditures and requests for reimbursement processed by ADSD are SUBJECT TO AUDIT.

This subaward agreement may be TERMINATED by either party prior to the date set forth on the Notice of Subaward, provided the termination shall not be effective until 30 days after a party has served written notice upon the other party. This agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason ADSD, state, and/or federal funding ability to satisfy this Agreement is withdrawn, limited, or impaired. The Subrecipient also understands that significant and unjustified lack of progress in achieving its goals and/or major noncompliance with grant conditions, may result in action ranging from the withholding of funds, to a termination of the grant award prior to the end of the grant period. In addition, a finding of misappropriation or misuse of the funds could result in an action for re-claiming of funds already paid.

Financial Reporting Requirements

- A Request for Reimbursement is due on a monthly or quarterly basis, based on the terms of the subaward agreement, no later than the 15th of the month.

- Requests for Advance Payments, with reconciliation of previous advance payments received in the grant period, must be received by the 15th calendar day preceding the month requested. To request Advanced Payments, grantees must have submitted a request to ADSD, provided justification and received written approval from ADSD. Approved justification must be on file for each grant in which the Subrecipient will request Advance Payments.

- Reimbursement is based on actual expenditures incurred during the period being reported.

- Payment will not be processed without all reporting being current.

- Reimbursement may only be claimed for expenditures approved within the Notice of Subaward. Expenditures must be reasonable, allowable and allocable as outlined in the RPGPs.

THIS SPACE INTENTIONALLY LEFT BLANK